

Quick Tips Guide for Districts/Organizations

Make edits to rejected applications

http://opi.mt.gov/PDF/ITProjects/EGrants/E-Grants_PageLockControl.pdf

Instructions for opening the application after it has been returned from OPI for corrections begin on page 5 of the E-Grants Page Lock Control User Guide (link above).

Pop-up Blockers: It is critical that blockers be turned off to have the program operate properly. Use one of the following options if the review checklist does not open after the pop up blockers are turned off on the browser toolbar.

Option (permanent):

1. Copy the e-grant address from the address bar in your browser
2. Go to "Tools" on the browser toolbar
3. Highlight Pop-up Blocker
 - a. If it says Turn On Pop-up Blocker, highlight and click it and go to step (4)
4. Go Back to "Tools"; highlight Pop-Up Blocker again and you will see:
 - a. Turn Off Pop-Up Blocker
 - b. Pop-Up Blocker Settings
5. Highlight Pop-up Blocker Settings and click
6. Paste the e-grant address in the "Address of the Web Site to Allow" box
7. Click Add
8. Click Close
9. It may be necessary to reboot the computer to complete the action

Option (single use):

1. On the Review Summary page, select the radio button to the left of the program that has been rejected.
2. Hold down the Control (Ctrl) key on the keyboard and click Review Checklist

Rejected Application Instruction:

- Log on to E-Grants and select the appropriate program from the menu list (e.g. ESEA/NCLB Consolidated Application)
- Click the radio button to select the application
- Select the Review Summary button on the Application Select page.
 - A table opens which shows the sections that have been accepted or rejected by OPI staff.
 - Click the radio button to select a section that has been "rejected".
 - The checklist and comments page will open; print for reference.
 - Close this view and open the application
- Click the **Page Lock Control** tab
- The *Page Review Status* page opens
- Select the "expand all" checkbox to display all pages
- Identify pages marked as OPEN in the Page Status column.
- Check boxes in the "Open Page for Editing" column for those pages that are OPEN and require changes (refer to the review summary pages printed earlier). PLEASE BE CAREFUL not to open an entire section

unless really necessary. OPI review of the application upon resubmission will require review of all pages that are open upon submission.

Note: Pages marked FINAL or LOCKED by OPI cannot be opened by the district. Contact the OPI program specialist to request access to those pages.

SAVE THE PAGE!!!

Make changes as required in the application. Save each page that is edited. Run the consistency check. Submit.